

Family Educational Rights and Privacy Act, 1974

Directions:

Respond to the Family Educational Rights and Privacy Act, 1974 by completing sections A and B of this form. (Refer to credential packet folder for further information.)

Section A

1. Indicate your choice for an open or closed file in the appropriate box.
2. Print and sign your name and enter the date in areas indicated.

Section B

1. Indicate those organizations (if any) to which your credential should not be sent.
2. Print and sign your name and enter the date in areas indicated.

Section A

Right of Access to
Educational Records

I, (print name) _____
have chosen to (check one)

- read and/or obtain copies (open file)
 not read and/or obtain copies (closed file)

of letters of recommendation, evaluations, and related documents contained in my credential file at the State University of New York, College at Brockport.

I understand that to change this access status I must do so in writing, and that it applies to documents placed in my file after the date this status change is made.

Signature: _____

Date: _____

Section B

Permission to Release
Document to Employers
and Graduate Schools

I, (print name) _____

authorize Credential Services, Office of Registration and Records at the State University of New York College at Brockport to release the documents in my credential file to employers and/or Graduate schools.

This permission applies to all organizations except the following: _____

I understand that in order to withdraw this permission I must do so in writing and that it applies only to those requests made after this revocation is signed.

Signature _____ Date _____

